

RESTRICTED

14 February 1947

MEMORANDUM FOR: All Regional Branch Chiefs

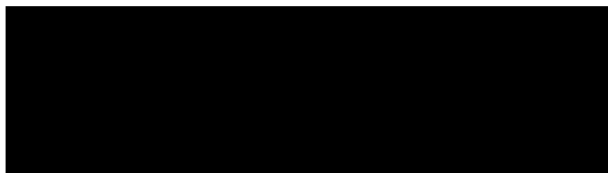
SUBJECT: CIG Situation Reports

A tentative schedule of CIG Situation Reports has been circulated to all Branches. The enclosed check list is furnished herewith as a guide in the preparation of these Reports and to insure a reasonable measure of uniformity.

The enclosed check list is not designed as a rigid outline. Each Situation Report should be individually tailored to fit the country or area under discussion. All items on the check list, however, should be considered. Those that have particular significance in each country or area should be emphasized; those that are of little or no significance should be either briefly noted or ignored. Changes in the sequence established by the check list may be made, but only after discussion with the Projects Division, I.S.

Any questions regarding the enclosed check list should be taken up with the Projects Division, I.S. Also, it is desired that an outline for each specific Situation Report be submitted to the Projects Division, I.S., prior to the drafting of the Report.

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Chief, Intelligence Staff, ORE

cc: Assistant Director, R&E
Chief, Planning Staff
Chief, Functional Branch
Chief, Scientific Branch

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